101

PCOLS

INTERACTIVE TUTORIAL

Recommended Role: New and Existing Resource Managers

How to Redeem a Resource Manager Token

TUTORIAL ICON LEGEND:

HOME/BACK: This icon will take you back to the List of Actions or back one action

NEXT: This icon will allow you to continue to the next action

REPLAY: This icon will allow you to replay the action

EMAIL: This icon will take you to the email message

SCROLL: This icon will allow you to scroll down

INFO: This icon will take you to additional information

The button will appear on many screens throughout this tutorial. Click on this button to view additional information.

Click the button to return to the previous screen.

Clicking on an area highlighted by a red box will advance the tutorial to the next step.

Scenario: The A/OPC has initiated the creation of a new Managing Account in AIM and has nominated you as a Resource Manager.

The following interactive tutorial shows you how to redeem your token and accept the nomination.

Click the Information icon to see FAQs about

FAQs for New and Existing Resource Managers

My work address and my work phone number are missing or incorrect, how do I change them?
On the "Role Acceptance" page, you will see a link to "Update User Information." Clicking this link will open a separate window where you can log into DEERS and update your contact information. After your work address and work phone number changes have been saved, log out of DEERS and close this separate window in order to return to the Role Acceptance screen.
IMPORTANT: Do not close the Role Acceptance window if your work address and work phone number have not been immediately updated. It may take up to 24 hours before your changes will be displayed in PCOLS. You should proceed with accepting your Resource Manager nomination as outlined in the tutorial.

My work email address is missing or incorrect, how do I change it?
On the "Role Acceptance" page, you will see a link to "Update Email Address." Clicking this link will open a separate window where you can log into DEERS and update this information. After your work email address has been saved, log out of DEERS and close this separate window in order to return to the Role Acceptance screen.
IMPORTANT: Do not close the Role Acceptance window if your work email address has not been immediately updated. It may take up to 24 hours before your changes will be displayed in PCOLS. You should proceed with accepting your Resource Manager nomination as outlined in the tutorial.

What is a token?
A token is an electronic code composed of letters and numbers that uniquely identifies your nomination as a Resource Manager. It will be included in the task email that you receive from PCOLS. The token can only be used or redeemed once to accept your role. It will expire immediately after the Role Acceptance window has been successfully opened. **Do not close the Role Acceptance window without clicking the Accept button at the bottom of the screen**. If you do, the token will already be expired.

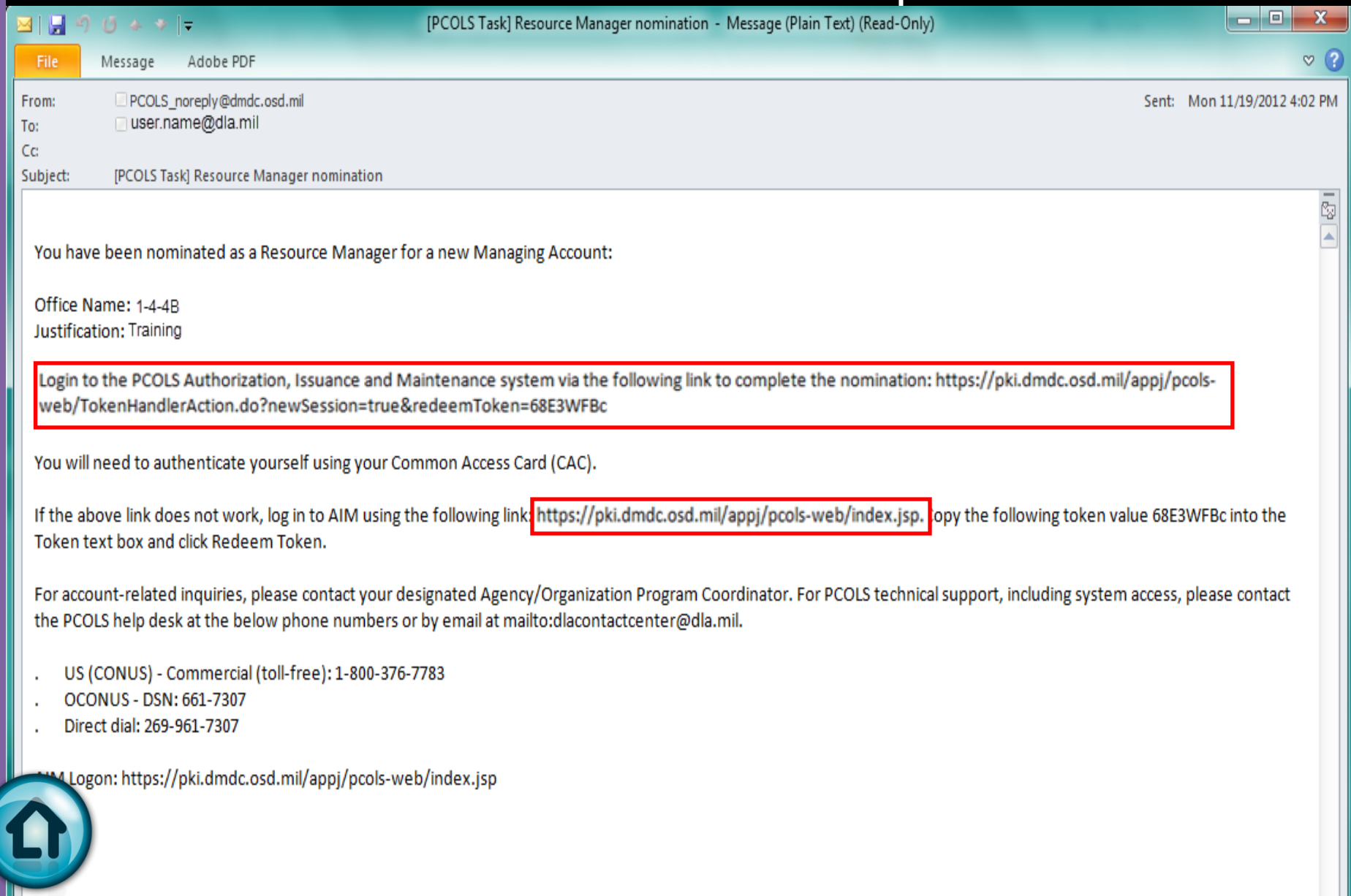
I tried to redeem my token and I received an expired token error, what do I do?
You will need to contact your A/OPC and ask him or her to send you a new token email.

Why do I need to redeem a token in PCOLS if I'm already a Resource Manager?
Redeeming your token allows PCOLS to associate your Managing Account with the information stored on your CAC. If you do not complete this process, your A/OPC will not be able to successfully submit the request for your Managing Account to the bank. You will also not receive email notifications whenever the A/OPC makes changes to your account through PCOLS. Finally, redeeming your token electronically records your acceptance of the Resource Manager role and the responsibilities associated with it.

RM Action 1

AIM: Accept Nomination as RM on Managing Account

You have received a new PCOLS Task email. This task email contains a **token code** nominating you as RM. Click one of the links to complete the task.



[PCOLS Task] Resource Manager nomination - Message (Plain Text) (Read-Only)

File Message Adobe PDF

From: PCOLS_noreply@dmdc.osd.mil
To: user.name@dla.mil
Cc:
Subject: [PCOLS Task] Resource Manager nomination
Sent: Mon 11/19/2012 4:02 PM

You have been nominated as a Resource Manager for a new Managing Account:

Office Name: 1-4-4B
Justification: Training

Login to the PCOLS Authorization, Issuance and Maintenance system via the following link to complete the nomination: https://pki.dmdc.osd.mil/appj/pcols-web/TokenHandlerAction.do?newSession=true&redeemToken=68E3WFBc

You will need to authenticate yourself using your Common Access Card (CAC).

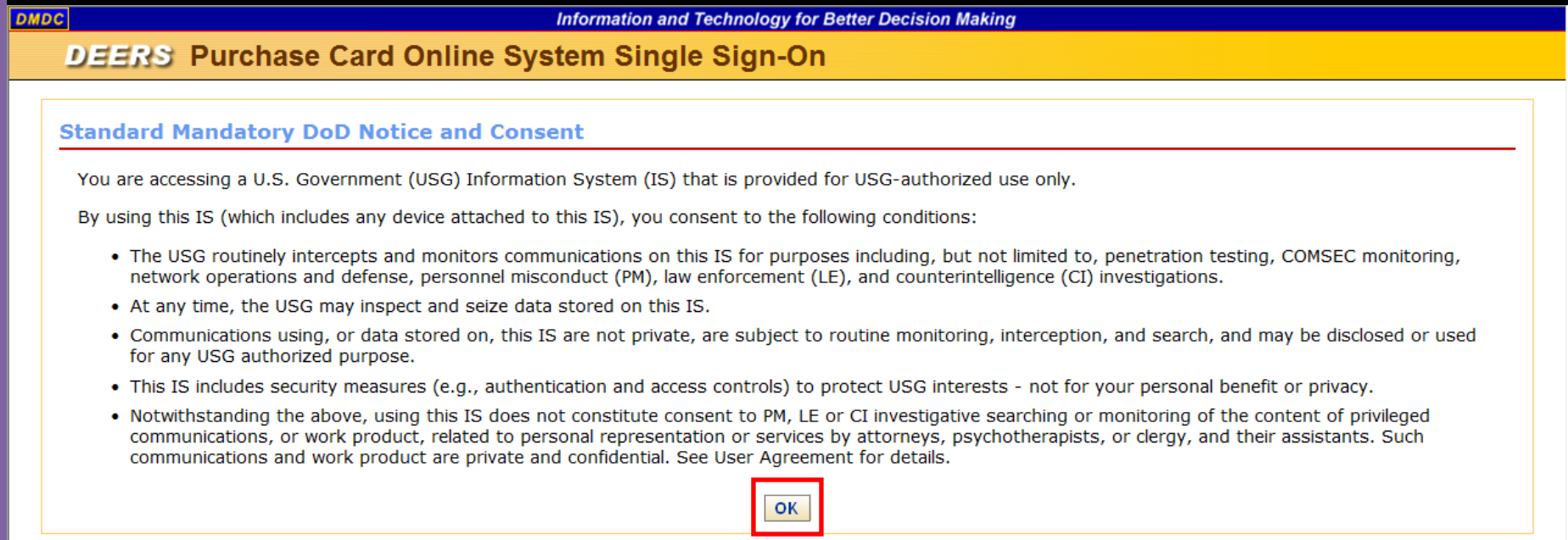
If the above link does not work, log in to AIM using the following link: https://pki.dmdc.osd.mil/appj/pcols-web/index.jsp. Copy the following token value 68E3WFBc into the Token text box and click Redeem Token.

For account-related inquiries, please contact your designated Agency/Organization Program Coordinator. For PCOLS technical support, including system access, please contact the PCOLS help desk at the below phone numbers or by email at mailto:dlacontactcenter@dla.mil.

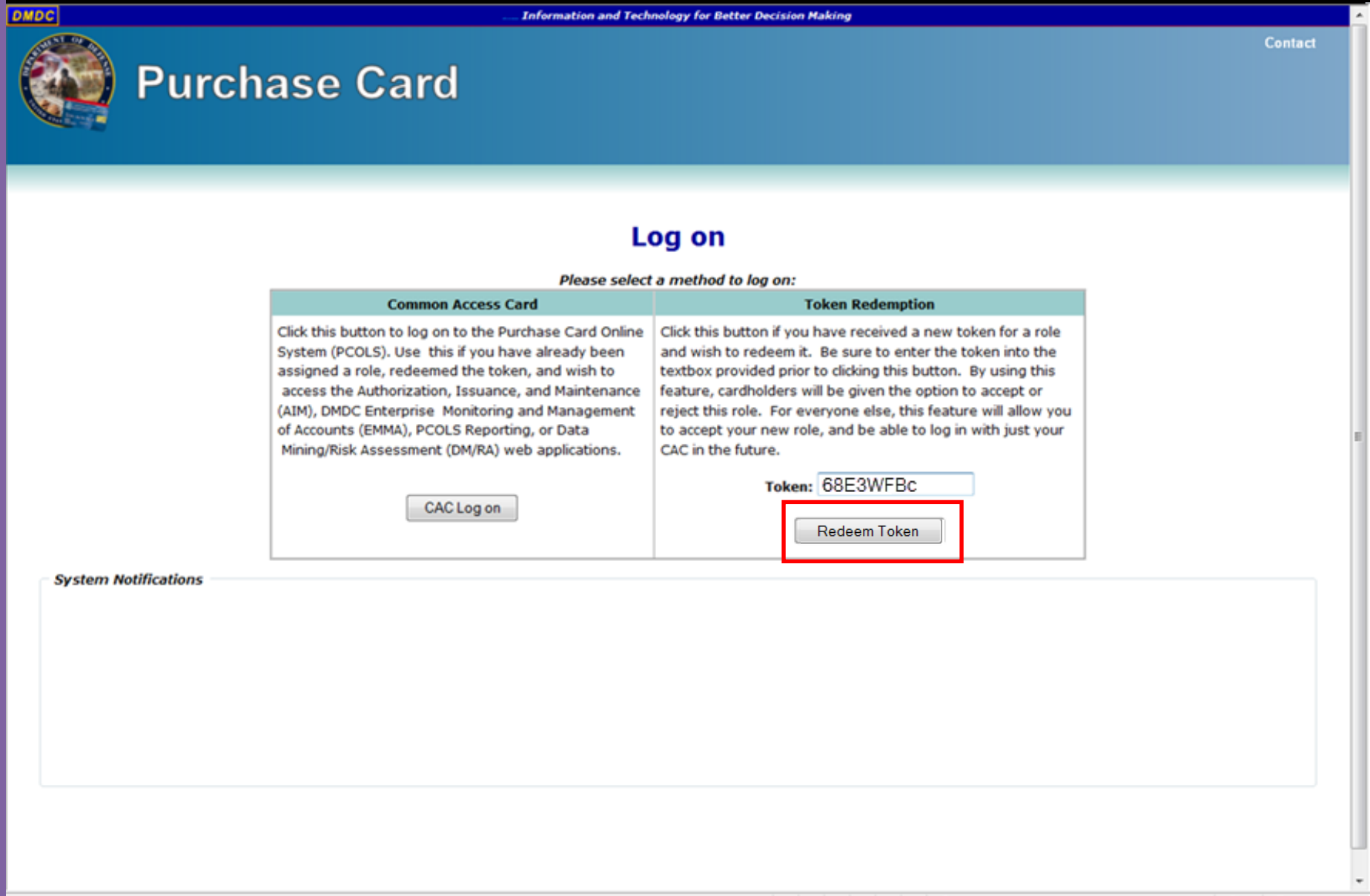
- US (CONUS) - Commercial (toll-free): 1-800-376-7783
- OCONUS - DSN: 661-7307
- Direct dial: 269-961-7307

AIM Logon: https://pki.dmdc.osd.mil/appj/pcols-web/index.jsp

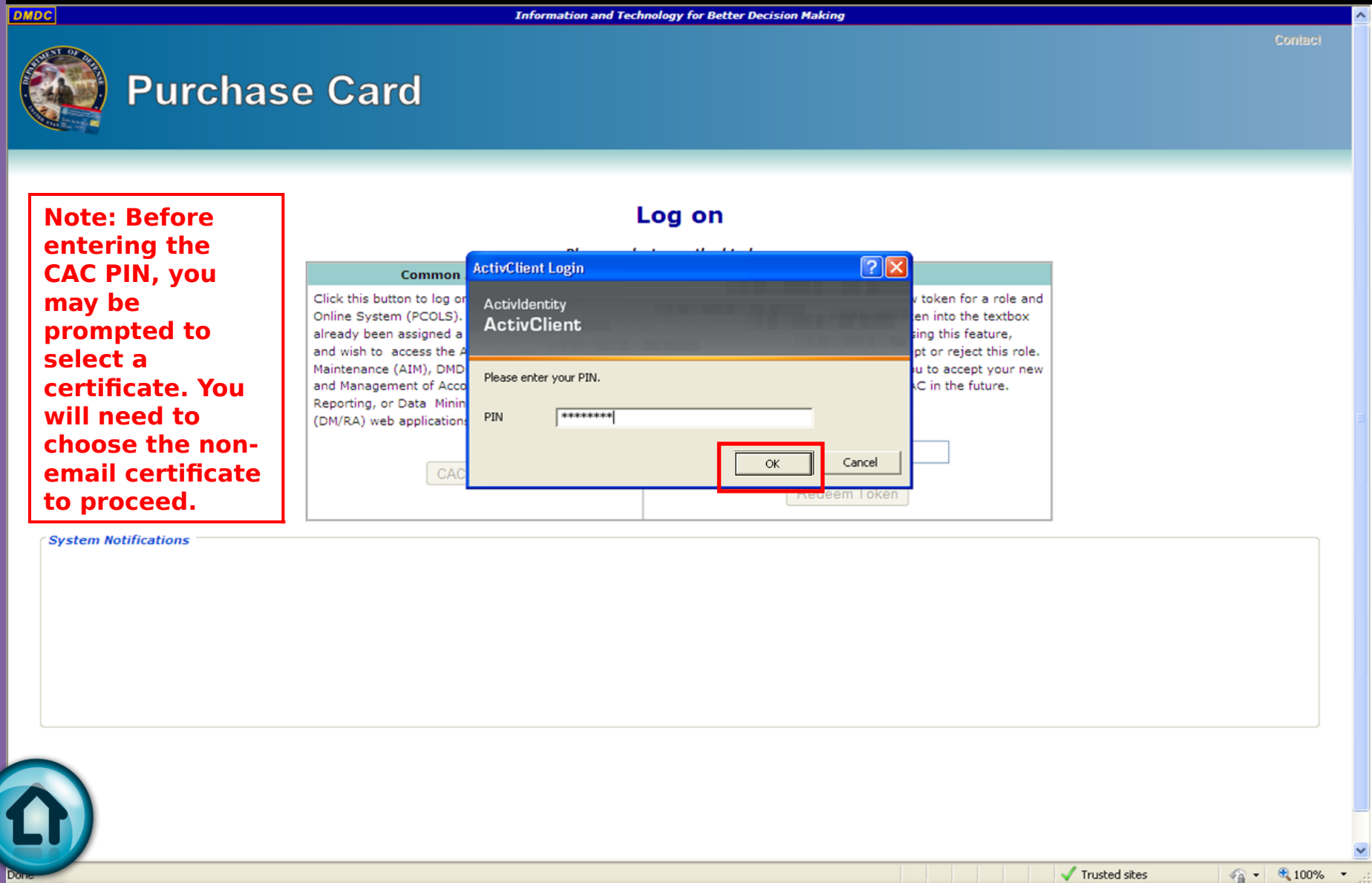
Click the “OK” button.


DMDC
Information and Technology for Better Decision Making
DEERS Purchase Card Online System Single Sign-On
Standard Mandatory DoD Notice and Consent
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:
The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
At any time, the USG may inspect and seize data stored on this IS.
Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
OK

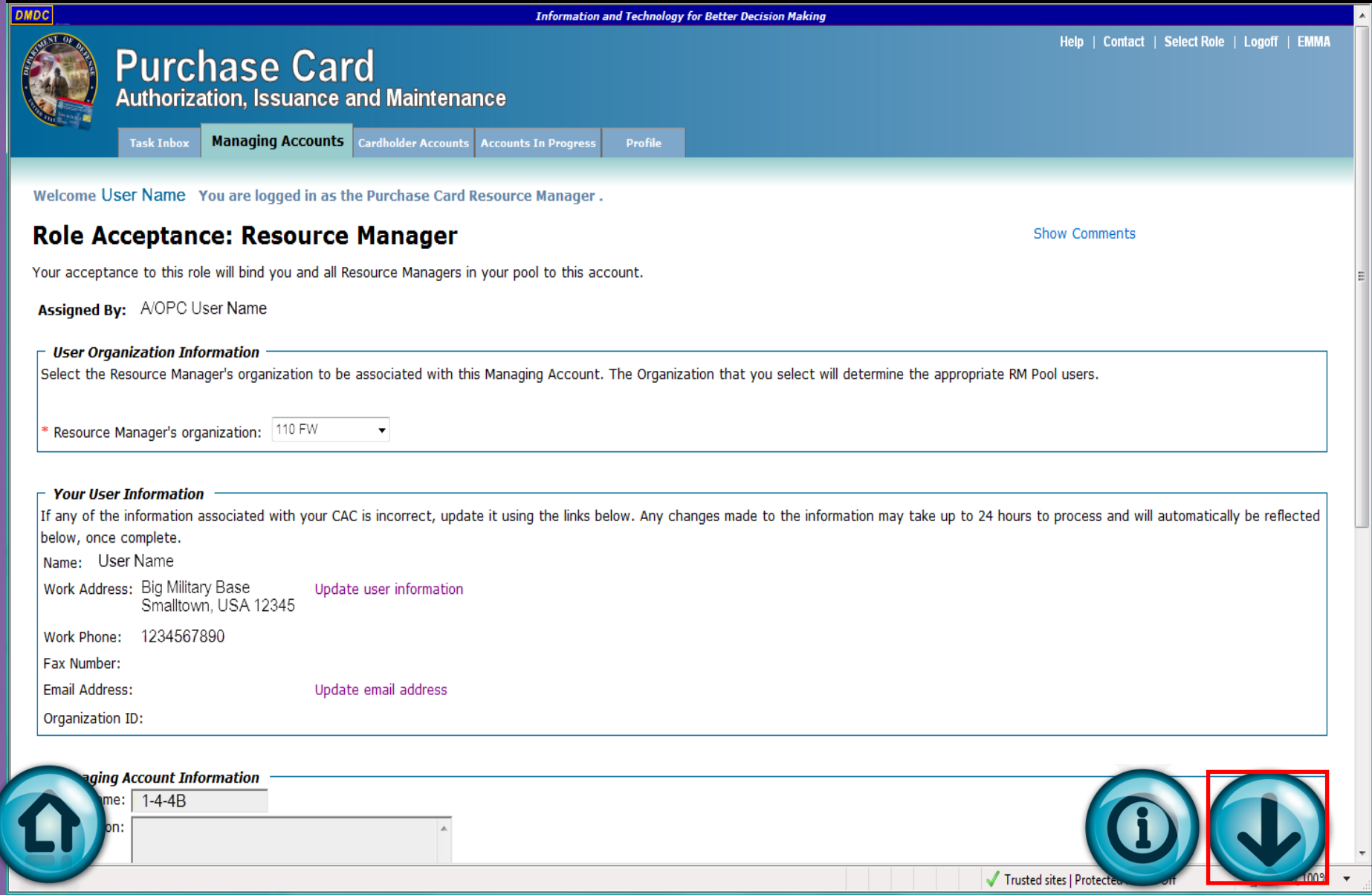
The token number has been entered. Click the “Redeem Token” button.


DMDC
Information and Technology for Better Decision Making
Contact
Purchase Card
Log on
Please select a method to log on:
Common Access Card
Click this button to log on to the Purchase Card Online System (PCOLS). Use this if you have already been assigned a role, redeemed the token, and wish to access the Authorization, Issuance, and Maintenance (AIM), DMDC Enterprise Monitoring and Management of Accounts (EMMA), PCOLS Reporting, or Data Mining/Risk Assessment (DM/RA) web applications.
CAC Log on
Token Redemption
Click this button if you have received a new token for a role and wish to redeem it. Be sure to enter the token into the textbox provided prior to clicking this button. By using this feature, cardholders will be given the option to accept or reject this role. For everyone else, this feature will allow you to accept your new role, and be able to log in with just your CAC in the future.
Token: 68E3WFBc
Redeem Token
System Notifications
Trusted sites | Protected Mode: Off
110%

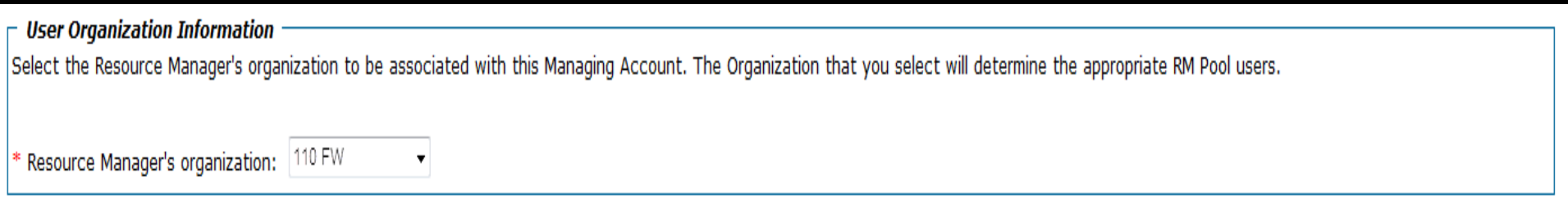
You have entered your PIN. Click the “OK” button.



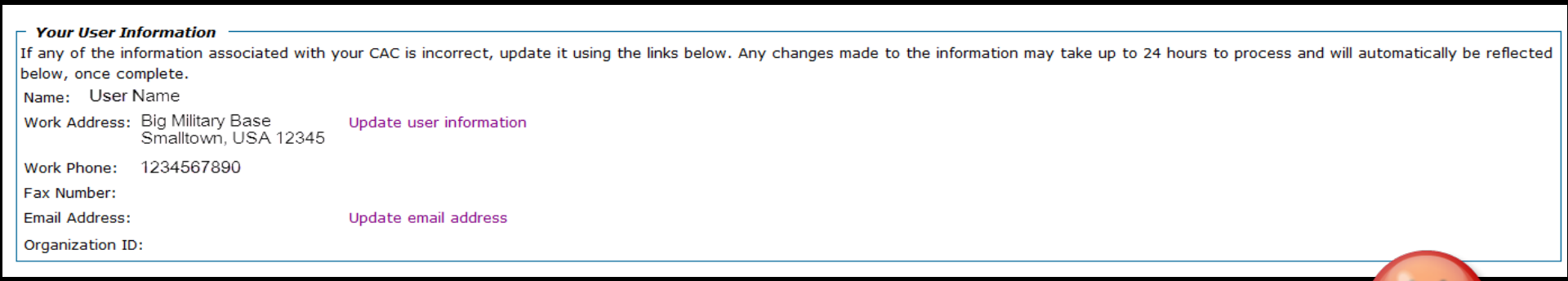
You have been redirected to accept your role. Click the down arrow to simulate scrolling to the next section of the form.


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Welcome User Name You are logged in as the Purchase Card Resource Manager .
Role Acceptance: Resource Manager
Show Comments
Your acceptance to this role will bind you and all Resource Managers in your pool to this account.
Assigned By: A/OPC User Name
User Organization Information
Select the Resource Manager's organization to be associated with this Managing Account. The Organization that you select will determine the appropriate RM Pool users.
* Resource Manager's organization: 110 FW
Your User Information
If any of the information associated with your CAC is incorrect, update it using the links below. Any changes made to the information may take up to 24 hours to process and will automatically be reflected below, once complete.
Name: User Name
Work Address: Big Military Base
Smalltown, USA 12345
Update user information
Work Phone: 1234567890
Fax Number:
Email Address:
Update email address
Organization ID:
1-4-4B
Trusted sites | Protected

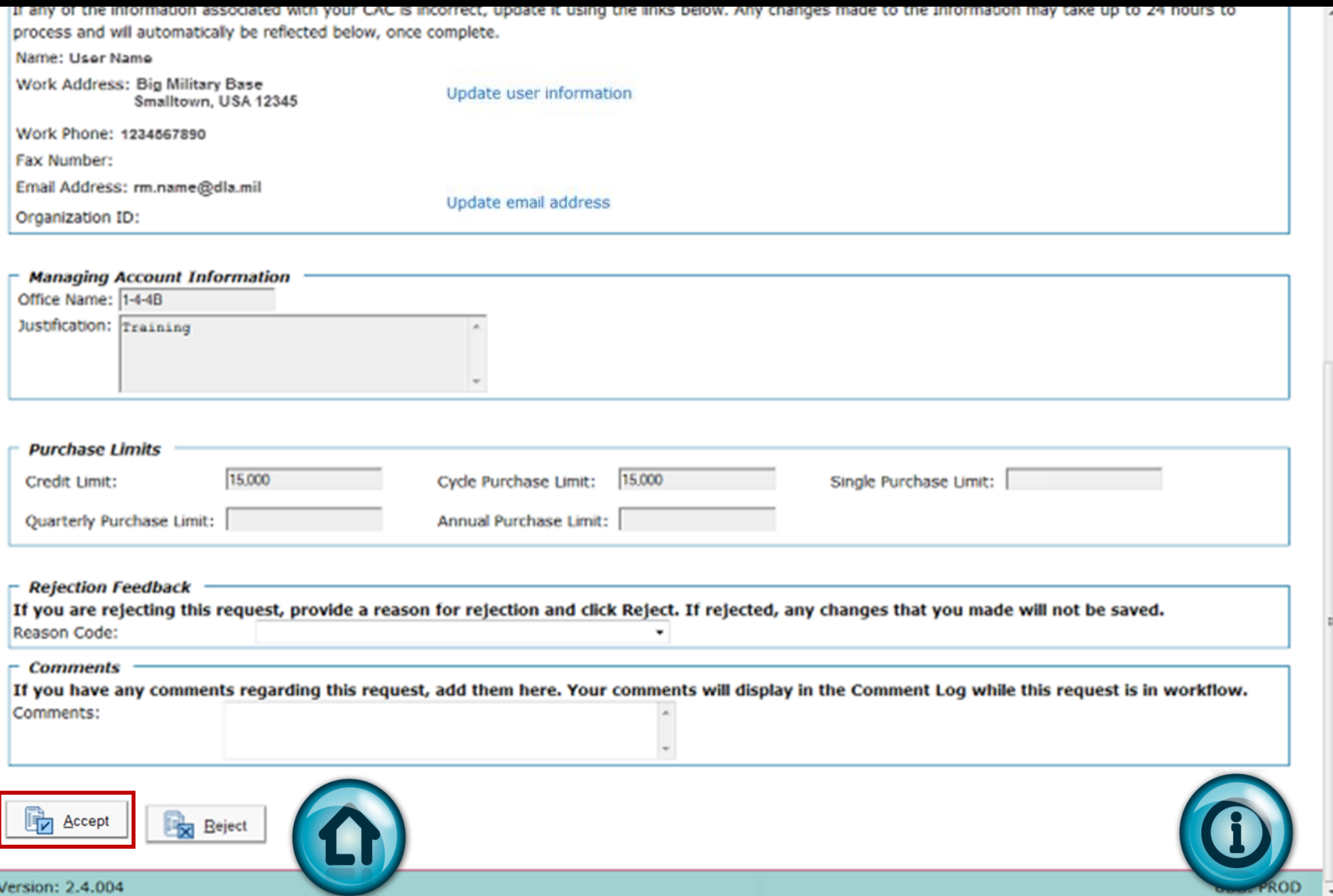
If the **Organization** listed is not the correct organization, you can select the drop down list in


User Organization Information
Select the Resource Manager's organization to be associated with this Managing Account. The Organization that you select will determine the appropriate RM Pool users.
* Resource Manager's organization:
110 FW

If your work address and phone number listed are not correct, you will need to click “update user information” to direct you to milConnect for corrections. To correct your email address, you will need to click “update email address” to direct you


Your User Information
If any of the information associated with your CAC is incorrect, update it using the links below. Any changes made to the information may take up to 24 hours to process and will automatically be reflected below, once complete.
Name: User Name
Work Address: Big Military Base
Smalltown, USA 12345
Update user information
Work Phone: 1234567890
Fax Number:
Email Address:
Update email address
Organization ID:

Click the “Accept” button to be assigned to this Managing Account as the RM.

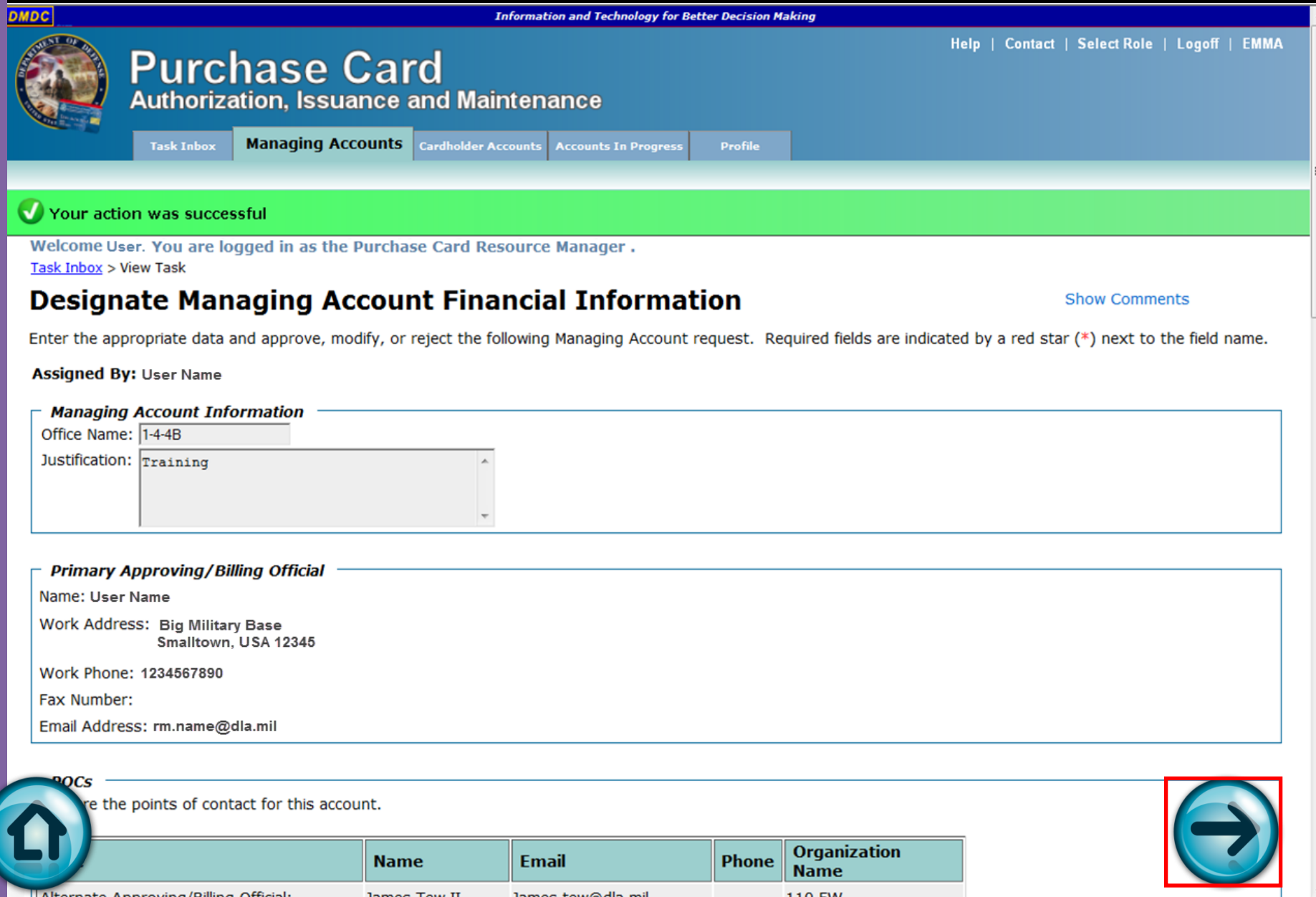

If any of the information associated with your CAC is incorrect, update it using the links below. Any changes made to the information may take up to 24 hours to process and will automatically be reflected below, once complete.
Name: User Name
Work Address: Big Military Base
Smalltown, USA 12345
Update user information
Work Phone: 1234567890
Fax Number:
Email Address: rm.name@dla.mil
Update email address
Organization ID:
Managing Account Information
Office Name: 1-4-4B
Justification: Training
Purchase Limits
Credit Limit: 15,000
Cycle Purchase Limit: 15,000
Single Purchase Limit:
Quarterly Purchase Limit:
Annual Purchase Limit:
Rejection Feedback
If you are rejecting this request, provide a reason for rejection and click Reject. If rejected, any changes that you made will not be saved.
Reason Code:
Comments
If you have any comments regarding this request, add them here. Your comments will display in the Comment Log while this request is in workflow.
Comments:
Accept
Reject
Version: 2.4.004
PROD

Resource Manager and Resource Manager Pool

Within the Managing Account process, the Resource Manager (RM) is responsible for entering all financial information and approving the Managing Account. The RM has the authority to approve or reject the Managing Account request. In addition to the RM's involvement in Managing Account creation, an RM or a member of the RM Pool can also view, update, or reject a Managing Account.

Refer to Sections 7.0 and 8.0 in the AIM Application User Manual for further details: https://acc.dau.mil/CommunityBrowser.aspx?id=394485&lang=en-US

The action was successful. Click the arrow to continue with this tutorial.


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Your action was successful
Welcome User. You are logged in as the Purchase Card Resource Manager .
Task Inbox > View Task
Designate Managing Account Financial Information
Show Comments
Enter the appropriate data and approve, modify, or reject the following Managing Account request. Required fields are indicated by a red star (*) next to the field name.
Assigned By: User Name
Managing Account Information
Office Name: 1-4-4B
Justification: Training
Primary Approving/Billing Official
Name: User Name
Work Address: Big Military Base
Smalltown, USA 12345
Work Phone: 1234567890
Fax Number:
Email Address: rm.name@dla.mil
POCs
re the points of contact for this account.
Name
Email
Phone
Organization Name

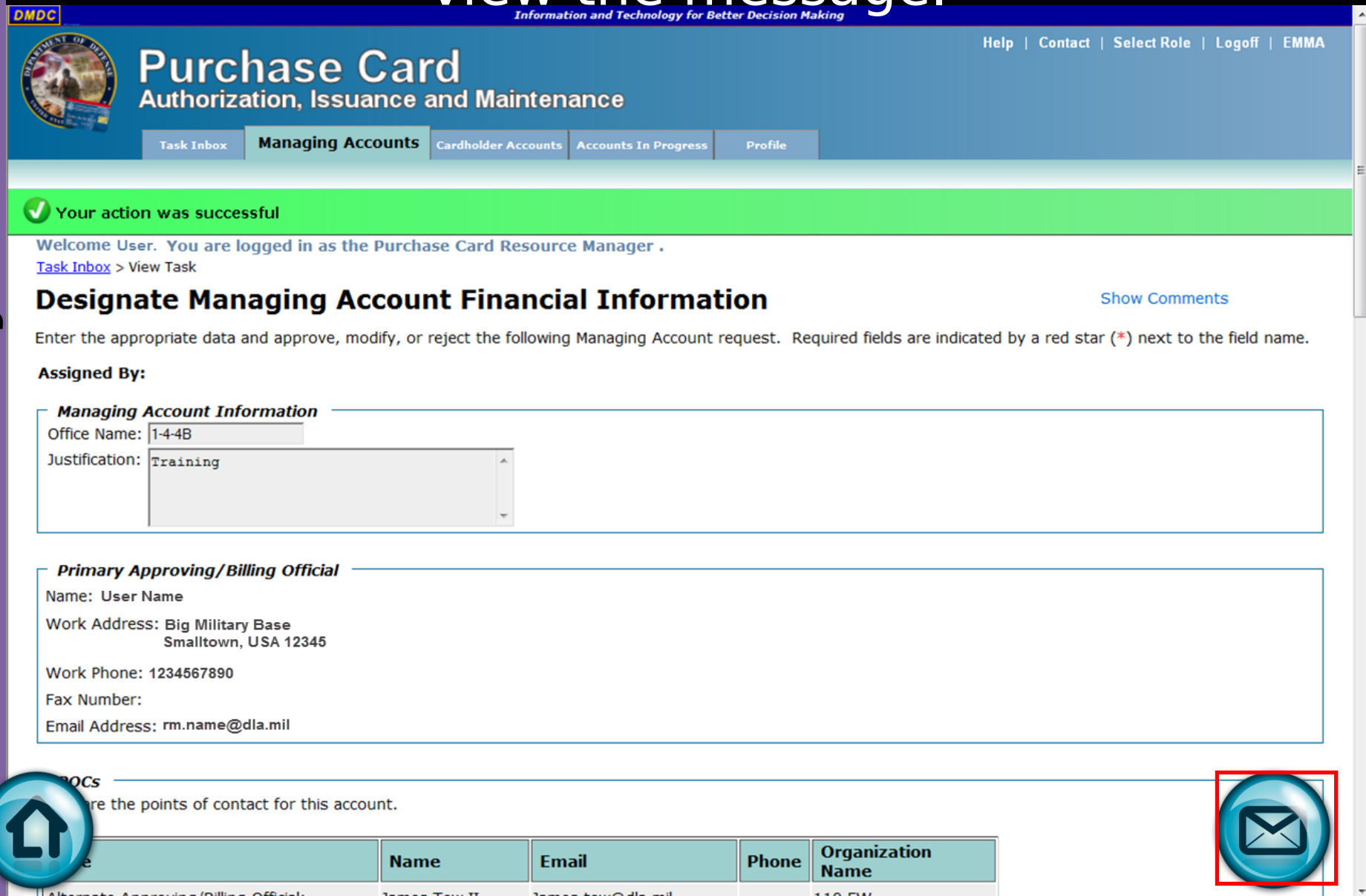
RM Action 1
Complete

RM Action 2

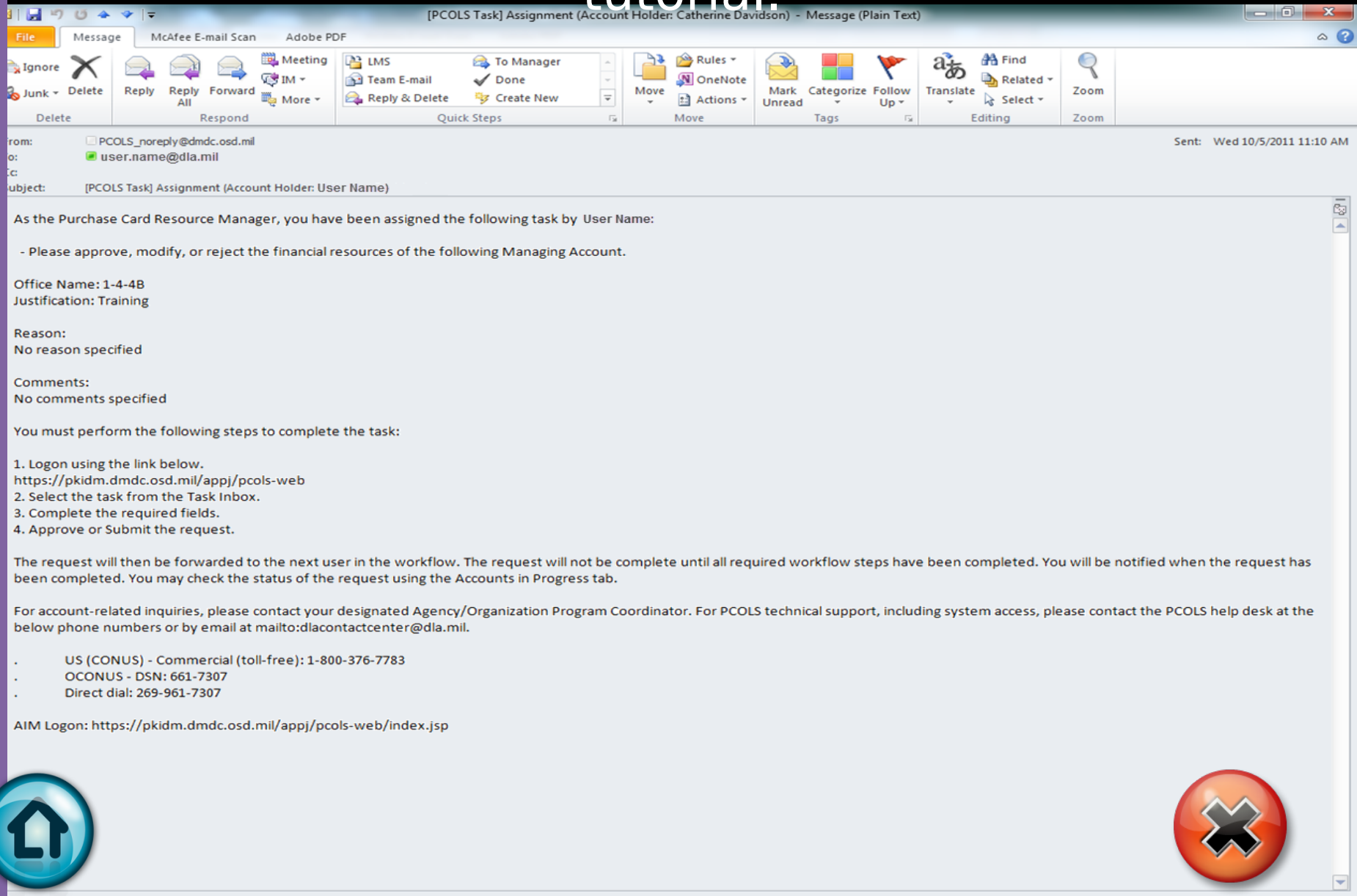
AIM: Approve the Financial Resources of the Following Managing Account

NOTE: For accounts established through US Bank, new Lines of Accounting (LOAs), Accounting Validation Controls (AVCs) and / or Alternate Accounting Codes (AACs) must be properly set up in Access Online prior to using them in AIM. Any questions or issues related to LOAs, AVCs and AACs should be referred to Access Online Support for further assistance.

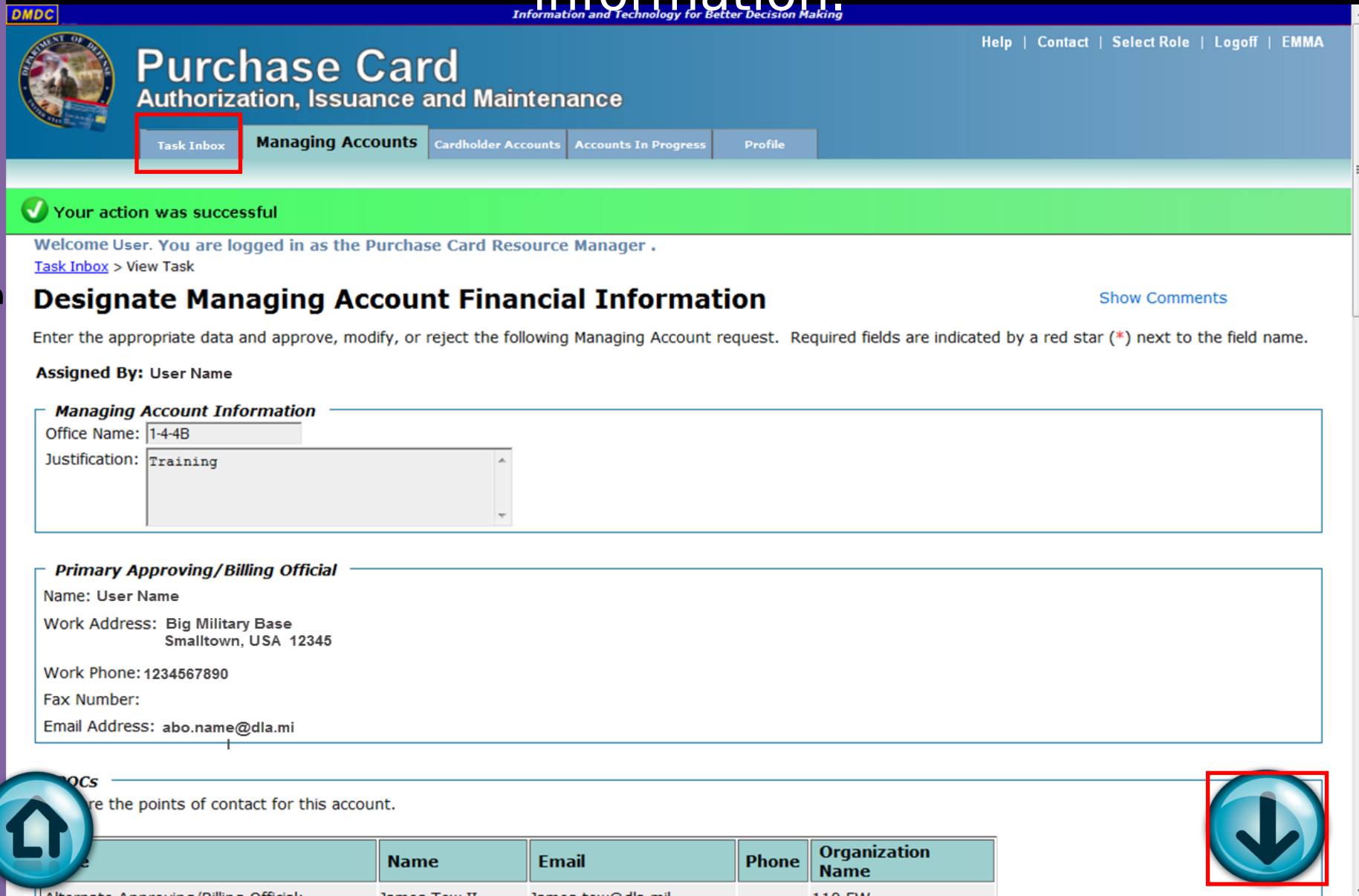
While still in AIM, you have received a new PCOLS Task email. Click on the email icon to view the message.


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Your action was successful
Welcome User. You are logged in as the Purchase Card Resource Manager .
Task Inbox > View Task
Designate Managing Account Financial Information
Show Comments
Enter the appropriate data and approve, modify, or reject the following Managing Account request. Required fields are indicated by a red star (*) next to the field name.
Assigned By:
Managing Account Information
Office Name: 1-4-4B
Justification: Training
Primary Approving/Billing Official
Name: User Name
Work Address: Big Military Base
Smalltown, USA 12345
Work Phone: 1234567890
Fax Number:
Email Address: rm.name@dla.mil
POCs
re the points of contact for this account.
Name
Email
Phone
Organization Name

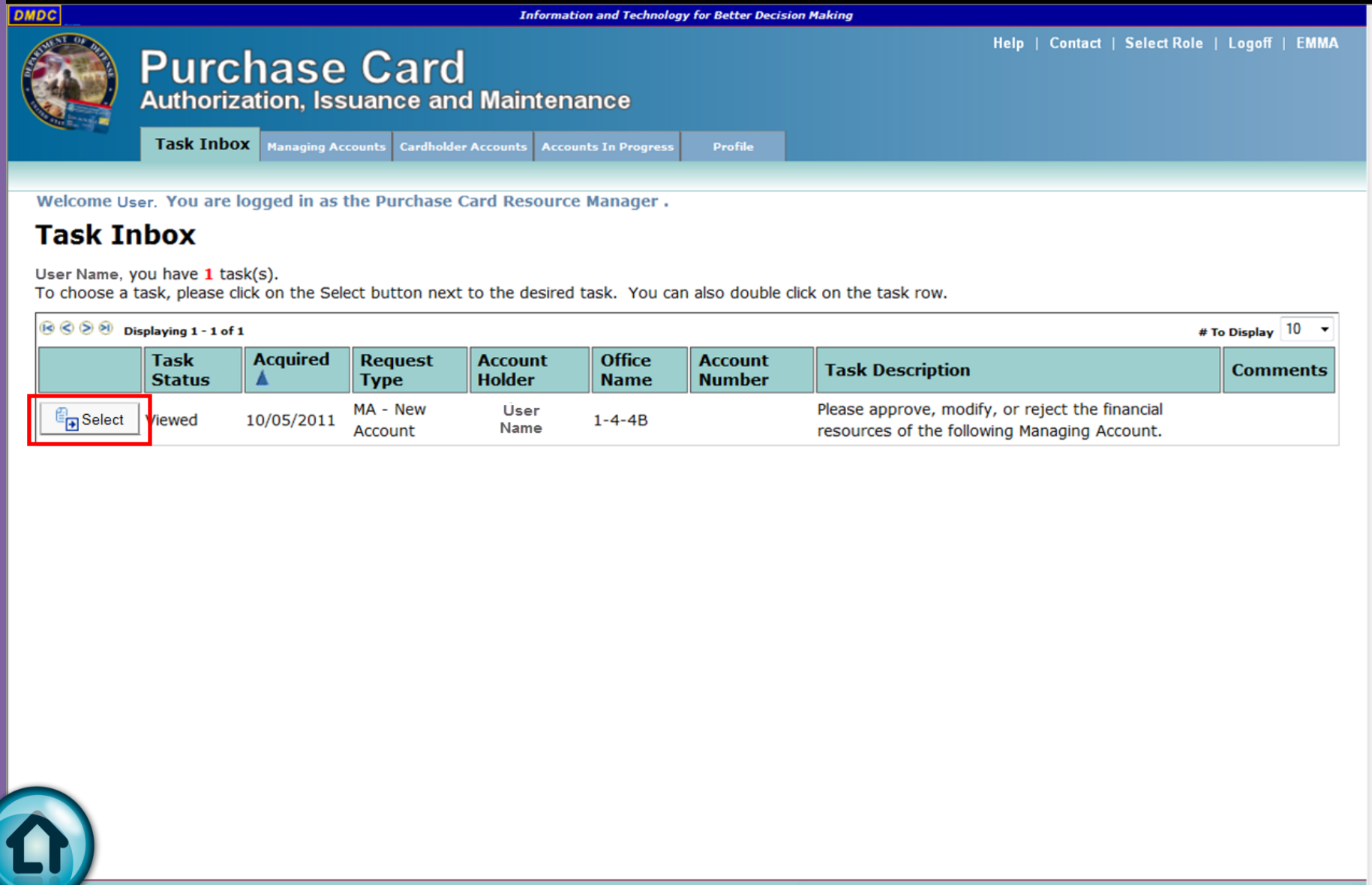
You have received a new PCOLS task email to "approve, modify, or reject the following Managing Account." Click the "X" button to return to the tutorial.


[PCOLS Task] Assignment (Account Holder: Catherine Davidson) - Message (Plain Text)
File
Message
McAfee E-mail Scan
Adobe PDF
Ignore
Junk
Delete
Reply
Reply All
Forward
Meeting
IM
More
LMS
Team E-mail
Reply & Delete
To Manager
Done
Create New
Move
Rules
OneNote
Actions
Mark Unread
Categorize
Follow Up
Translate
Find
Related
Select
Zoom
Delete
Respond
Quick Steps
Move
Tags
Editing
Zoom
From: PCOLS_noreply@dmdc.osd.mil
To: user.name@dla.mil
Cc:
Subject: [PCOLS Task] Assignment (Account Holder: User Name)
Sent: Wed 10/5/2011 11:10 AM
As the Purchase Card Resource Manager, you have been assigned the following task by User Name:
- Please approve, modify, or reject the financial resources of the following Managing Account.
Office Name: 1-4-4B
Justification: Training
Reason:
No reason specified
Comments:
No comments specified
You must perform the following steps to complete the task:
1. Logon using the link below.
https://pkidm.dmdc.osd.mil/appj/pcols-web
2. Select the task from the Task Inbox.
3. Complete the required fields.
4. Approve or Submit the request.
The request will then be forwarded to the next user in the workflow. The request will not be complete until all required workflow steps have been completed. You will be notified when the request has been completed. You may check the status of the request using the Accounts in Progress tab.
For account-related inquiries, please contact your designated Agency/Organization Program Coordinator. For PCOLS technical support, including system access, please contact the PCOLS help desk at the below phone numbers or by email at mailto:dlacontactcenter@dla.mil.
. US (CONUS) - Commercial (toll-free): 1-800-376-7783
. OCONUS - DSN: 661-7307
. Direct dial: 269-961-7307
AIM Logon: https://pkidm.dmdc.osd.mil/appj/pcols-web/index.jsp

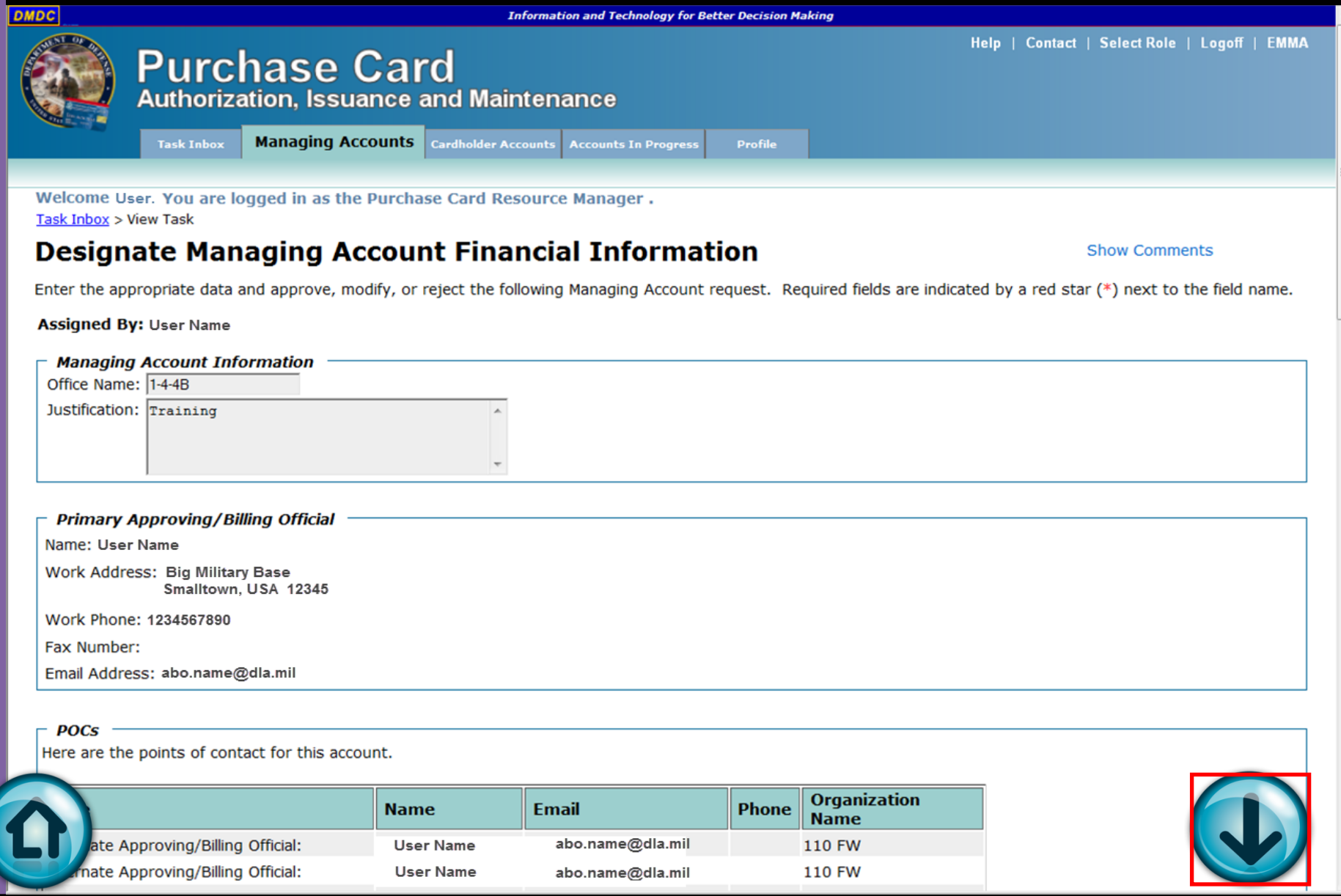
The new task can be found in the Task Inbox. You can also scroll down on the current screen to designate the Managing Account financial information.


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Your action was successful
Welcome User. You are logged in as the Purchase Card Resource Manager .
Task Inbox > View Task
Designate Managing Account Financial Information
Show Comments
Enter the appropriate data and approve, modify, or reject the following Managing Account request. Required fields are indicated by a red star (*) next to the field name.
Assigned By: User Name
Managing Account Information
Office Name: 1-4-4B
Justification: Training
Primary Approving/Billing Official
Name: User Name
Work Address: Big Military Base
Smalltown, USA 12345
Work Phone: 1234567890
Fax Number:
Email Address: abo.name@dla.mi
re the points of contact for this account.
Name
Email
Phone
Organization Name

Click on the “Select” button to view the new task.



The Managing Account Information and POCs are listed. Click the down arrow to simulate scrolling to the next section of the form.



In the EDI Payment Routing Information box, you will need to select the appropriate option for the new Managing Account. Click the Non-EDI payment radio button to continue with the tutorial.

Work Phone: 1234567890
Fax Number:
Email Address: rm.name@dla.mil

POCs

Here are the points of contact for this account.

Role	Name	Email	Phone	Organization Name
Alternate Approving/Billing Official:	User Name	abo.name@dla.mil		110 FW
Alternate Approving/Billing Official:	User Name	abo.name@dla.mil		110 FW
Alternate Approving/Billing Official:	User Name	abo.name@dla.mil		110 FW
Approving/Billing Official's Supervisor:	User Name	abosupvr.name@dla.mil		110 FW
Resource Manager:	User Name	rm.name@dla.mil		110 FW
Agency/Organization Program Coordinator:	User Name	aopc.name@dla.mil		110 FW

***EDI Payment Routing Information**

- EDI payment
- Non-EDI payment

Line of Accounting

***Reallocation Method**

Choose a Reallocation Method.

- No Reallocation
- By Accounting Validation Control
- By Alternate Accounting Code

***Accounting Validation Code**

lect an Accounting Validation Code (AVC) from your list of stored AVCs or enter a new AVC in the text box below.

code name: Choose...

r AVC: Check this box if you would like this AVC stored for future

In the Reallocation Method box, you will need to select the appropriate option for the new Managing Account. Click the down arrow to simulate scrolling to the next section of the form

Work Phone: 1234567890
Fax Number:
Email Address: rm.name@dla.mil

POCs

Here are the points of contact for this account.

Role	Name	Email	Phone	Organization Name
Alternate Approving/Billing Official:	User Name	abo.name@dla.mil		110 FW
Alternate Approving/Billing Official:	User Name	abo.name@dla.mil		110 FW
Alternate Approving/Billing Official:	User Name	abo.name@dla.mil		110 FW
Approving/Billing Official's Supervisor:	User Name	abosupvr.name@dla.mil		110 FW
Resource Manager:	User Name	rm.name@dla.mil		110 FW
Agency/Organization Program Coordinator:	User Name	aopc.name@dla.mil		110 FW

****EDI Payment Routing Information***

- EDI payment
- Non-EDI payment

Line of Accounting

****Reallocation Method***

Choose a Reallocation Method.

- No Reallocation
- By Accounting Validation Control
- By Alternate Accounting Code

****Accounting Validation Code***

Select an Accounting Validation Code (AVC) from your list of stored AVCs or enter a new AVC in the text box below.

code name: Choose...

AVC: Check this box if you would like this AVC stored for future

You have selected the **EDI Payment Routing Information** and the **Reallocation Method**. Click on the arrow to scroll down.

Work Phone: 1234567890
Fax Number:
Email Address: rm.name@dla.mil

POCs

Here are the points of contact for this account.

Role	Name	Email	Phone	Organization Name
Alternate Approving/Billing Official:	User Name	abo.name@dla.mil		110 FW
Alternate Approving/Billing Official:	User Name	abo.name@dla.mil		110 FW
Alternate Approving/Billing Official:	User Name	abo.name@dla.mil		110 FW
Approving/Billing Official's Supervisor:	User Name	abo.name@dla.mil		110 FW
Resource Manager:	User Name	rm.name@dla.mil		110 FW
Agency/Organization Program Coordinator:	User Name	aopc.name@dla.mil		110 FW

****EDI Payment Routing Information***

- (•) EDI payment
- ( ) Non-EDI payment

Line of Accounting

****Reallocation Method***

Choose a Reallocation Method.

- (•) No Reallocation
- ( ) By Accounting Validation Control
- ( ) By Alternate Accounting Code

****Accounting Validation Code***

Select an Accounting Validation Code (AVC) from your list of stored AVCs or enter a new AVC in the text box below.

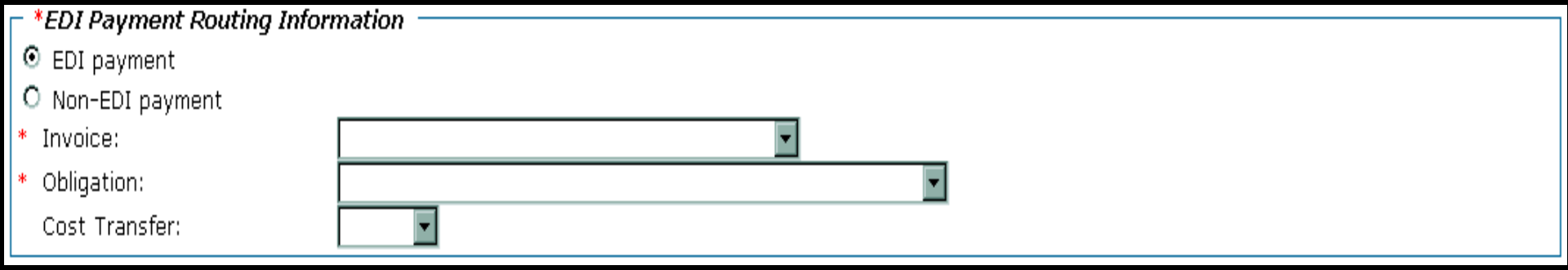
code name: Choose...

AVC: [ ] Check this box if you would like this AVC stored for future

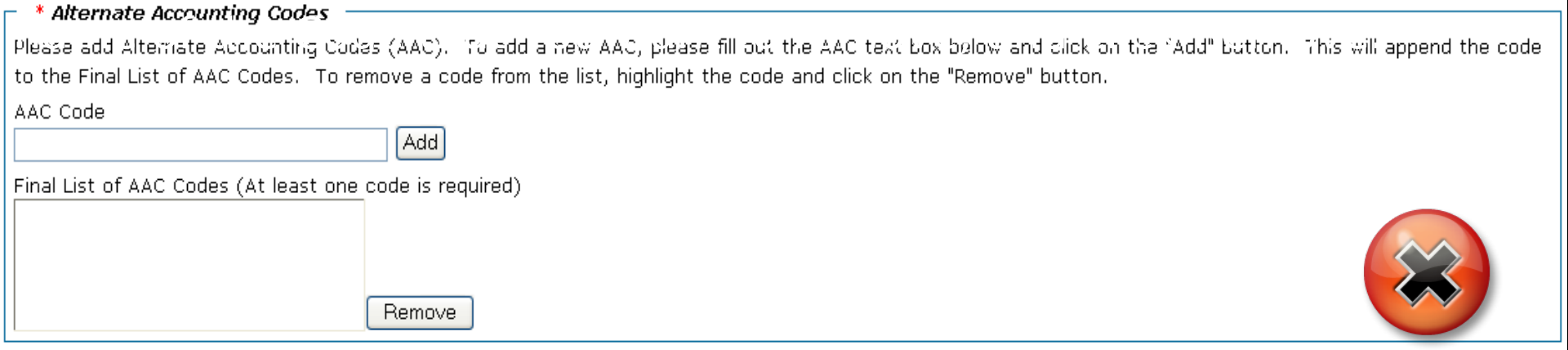
Note on **EDI**: Army, Air Force, and Defense Agency users, if you select EDI payment, you are also required to enter the following information:

i. Invoice
ii. Obligation

The Cost Transfer field is optional

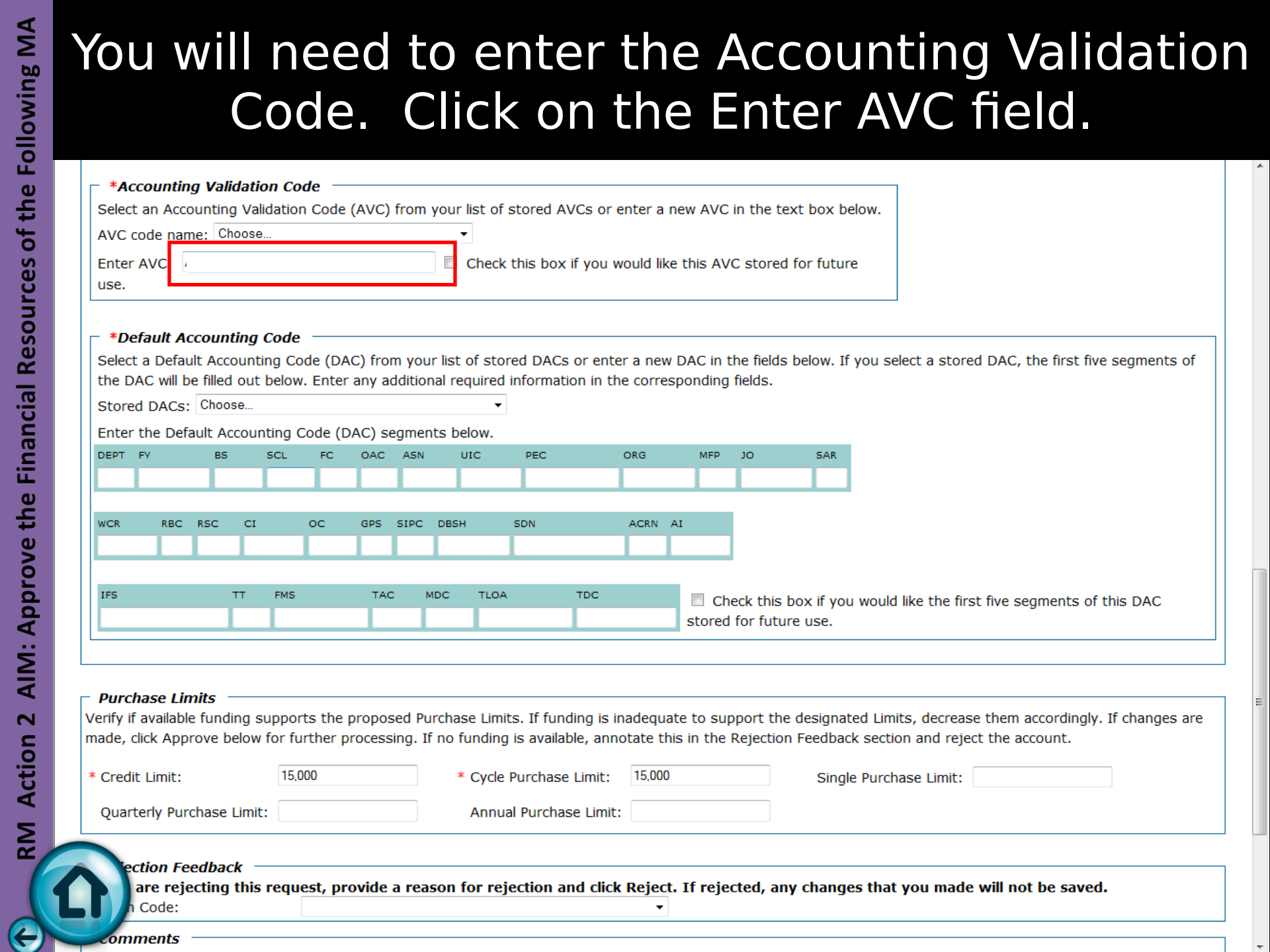


Note on **Reallocation Method**: If you choose **By Alternate Accounting Code (AAC),** an Alternate Accounting Codes box will display below the Default Accounting Codes. You are required to enter an AAC Code and click Add. The AAC Code is displayed in the Final List of AAC Codes. If you need to remove an AAC Code, click the


* Alternate Accounting Codes
Please add Alternate Accounting Codes (AAC). To add a new AAC, please fill out the AAC text box below and click on the "Add" button. This will append the code to the Final List of AAC Codes. To remove a code from the list, highlight the code and click on the "Remove" button.
AAC Code
Add
Final List of AAC Codes (At least one code is required)
Remove

You will need to enter the Accounting Validation Code. Click on the Enter AVC field.

RM Action 2 AIM: Approve the Financial Resources of the Following MA


*Accounting Validation Code
Select an Accounting Validation Code (AVC) from your list of stored AVCs or enter a new AVC in the text box below.
AVC code name: Choose...
Enter AVC
Check this box if you would like this AVC stored for future use.
*Default Accounting Code
Select a Default Accounting Code (DAC) from your list of stored DACs or enter a new DAC in the fields below. If you select a stored DAC, the first five segments of the DAC will be filled out below. Enter any additional required information in the corresponding fields.
Stored DACs: Choose...
Enter the Default Accounting Code (DAC) segments below.
DEPT FY BS SCL FC OAC ASN UIC PEC ORG MFP JO SAR
WCR RBC RSC CI OC GPS SIPC DBSH SDN ACRN AI
IFS TT FMS TAC MDC TLOA TDC
Check this box if you would like the first five segments of this DAC stored for future use.
Purchase Limits
Verify if available funding supports the proposed Purchase Limits. If funding is inadequate to support the designated Limits, decrease them accordingly. If changes are made, click Approve below for further processing. If no funding is available, annotate this in the Rejection Feedback section and reject the account.
* Credit Limit: 15,000
* Cycle Purchase Limit: 15,000
Single Purchase Limit:
Quarterly Purchase Limit:
Annual Purchase Limit:
ection Feedback
are rejecting this request, provide a reason for rejection and click Reject. If rejected, any changes that you made will not be saved.
n Code:
Comments

You have entered the Accounting Validation Code. Check the box to store this AVC for future use.

RM Action 2 AIM: Approve the Financial Resources of the Following MA

***Accounting Validation Code**

Select an Accounting Validation Code (AVC) from your list of stored AVCs or enter a new AVC in the text box below.

AVC code name: Choose...

Enter AVC: AVC Name ☐ Check this box if you would like this AVC stored for future use.

***Default Accounting Code**

Select a Default Accounting Code (DAC) from your list of stored DACs or enter a new DAC in the fields below. If you select a stored DAC, the first five segments of the DAC will be filled out below. Enter any additional required information in the corresponding fields.

Stored DACs: Choose...

Enter the Default Accounting Code (DAC) segments below.

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR

WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI

IFS	TT	FMS	TAC	MDC	TLOA	TDC

☐ Check this box if you would like the first five segments of this DAC stored for future use.

Purchase Limits

Verify if available funding supports the proposed Purchase Limits. If funding is inadequate to support the designated Limits, decrease them accordingly. If changes are made, click Approve below for further processing. If no funding is available, annotate this in the Rejection Feedback section and reject the account.

* Credit Limit: 15,000 * Cycle Purchase Limit: 15,000 Single Purchase Limit:

Quarterly Purchase Limit: Annual Purchase Limit:

ection Feedback

are rejecting this request, provide a reason for rejection and click Reject. If rejected, any changes that you made will n

n Code:

Comments

Note:

If the RM selects the box to have the AVC or DAC stored for future use, the information will be added to the list of Stored AVCs or Stored DACs under the Profile tab once the RM approves the account.

For any subsequent new Managing Account requests, any Stored AVCs will be available for selection under the AVC code name drop down list and that any saved DACs will be available for selection under the Stored

You will need to enter the Default Accounting Code. Click on a DAC segment.

***Accounting Validation Code**

Select an Accounting Validation Code (AVC) from your list of stored AVCs or enter a new AVC in the text box below.

AVC code name: Choose...

Enter AVC: AVC Name ☑ Check this box if you would like this AVC stored for future use.

***Default Accounting Code**

Select a Default Accounting Code (DAC) from your list of stored DACs or enter a new DAC in the fields below. If you select a stored DAC, the first five segments of the DAC will be filled out below. Enter any additional required information in the corresponding fields.

Stored DACs: Choose...

Enter the Default Accounting Code (DAC) segments below.

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR

WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI

IFS	TT	FMS	TAC	MDC	TLOA	TDC

☐ Check this box if you would like the first five segments of this DAC stored for future use.

Purchase Limits

Verify if available funding supports the proposed Purchase Limits. If funding is inadequate to support the designated Limits, decrease them accordingly. If changes are made, click Approve below for further processing. If no funding is available, annotate this in the Rejection Feedback section and reject the account.

* Credit Limit: 15,000 * Cycle Purchase Limit: 15,000 Single Purchase Limit:

Quarterly Purchase Limit: Annual Purchase Limit:

ection Feedback

are rejecting this request, provide a reason for rejection and click Reject. If rejected, any changes that you made will not be saved.

n Code:

Comments

You have entered the **Default Accounting Code**. Check the box to store this DAC for future use.

***Accounting Validation Code**

Select an Accounting Validation Code (AVC) from your list of stored AVCs or enter a new AVC in the text box below.

AVC code name: Choose...

Enter AVC: AVC Name ☑ Check this box if you would like this AVC stored for future use.

***Default Accounting Code**

Select a Default Accounting Code (DAC) from your list of stored DACs or enter a new DAC in the fields below. If you select a stored DAC, the first five segments of the DAC will be filled out below. Enter any additional required information in the corresponding fields.

Stored DACs: Choose...

Enter the Default Accounting Code (DAC) segments below.

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
00	00000000	0000	0000									

WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI

IFS	TT	FMS	TAC	MDC	TLOA	TDC

☐ Check this box if you would like the first five segments of this DAC stored for future use.

***Purchase Limits**

Verify if available funding supports the proposed Purchase Limits. If funding is inadequate to support the designated Limits, decrease them accordingly. If changes are made, click Approve below for further processing. If no funding is available, annotate this in the Rejection Feedback section and reject the account.

* Credit Limit: 15,000 * Cycle Purchase Limit: 15,000 Single Purchase Limit:

Quarterly Purchase Limit: Annual Purchase Limit:

***ection Feedback**

are rejecting this request, provide a reason for rejection and click Reject. If rejected, any changes that you made will r

n Code:

***Comments**

The **Profile tab** in AIM also provides you with the ability to store certain financial information for use during Managing and Cardholder Account issuance and maintenance.

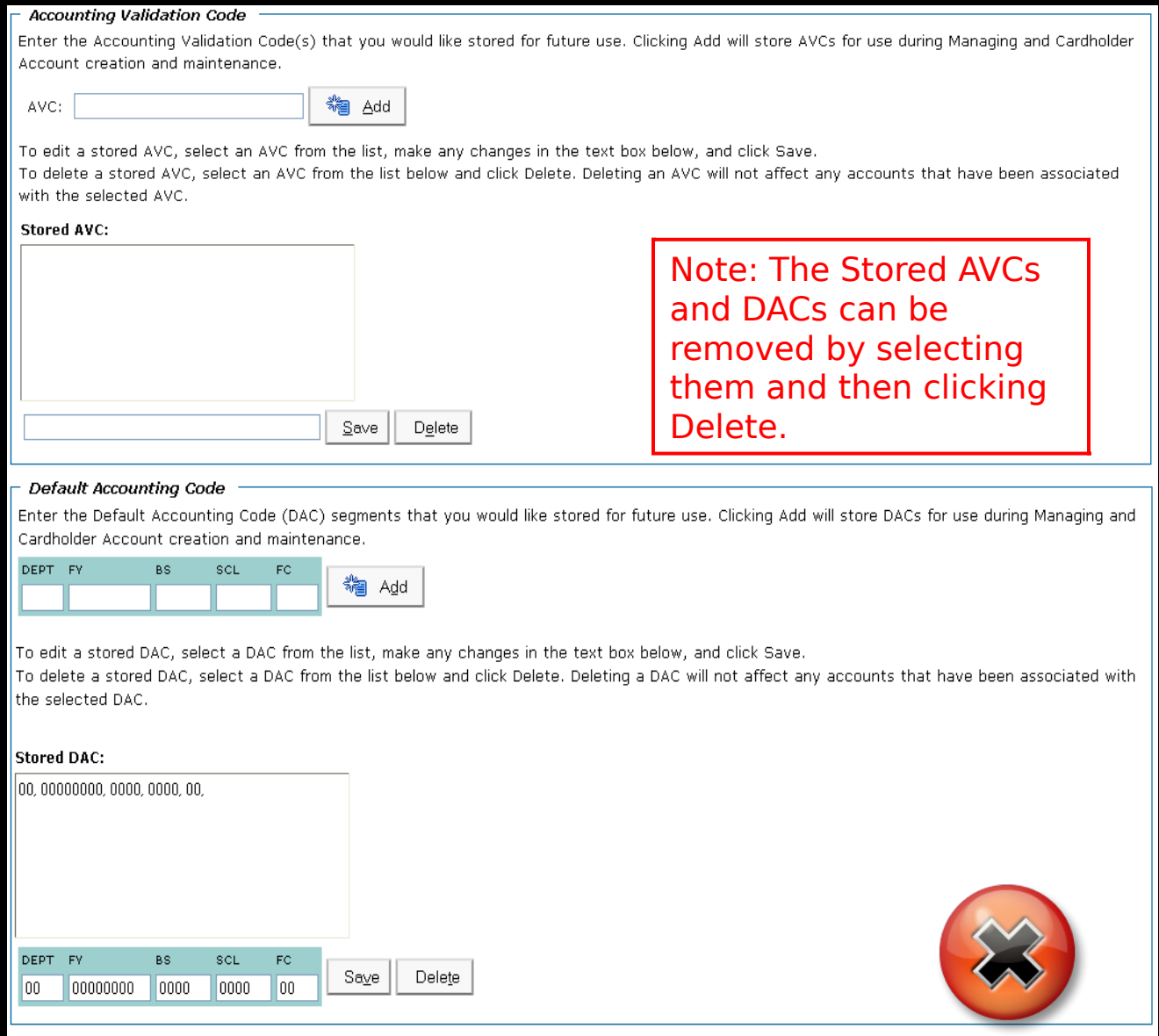
1. To store an Accounting Validation Code (AVC), in the "Accounting Validation Code" section:

a. Enter the appropriate AVC.

b. Click Add. The AVC will be displayed in the "Stored AVC" box below.

2. To store a Default Accounting Code (DAC), in the "Default Accounting Code" section:

3. Enter the appropriate DAC


Accounting Validation Code
Enter the Accounting Validation Code(s) that you would like stored for future use. Clicking Add will store AVCs for use during Managing and Cardholder Account creation and maintenance.
AVC:
Add
To edit a stored AVC, select an AVC from the list, make any changes in the text box below, and click Save.
To delete a stored AVC, select an AVC from the list below and click Delete. Deleting an AVC will not affect any accounts that have been associated with the selected AVC.
Stored AVC:
Save
Delete
Note: The Stored AVCs and DACs can be removed by selecting them and then clicking Delete.
Default Accounting Code
Enter the Default Accounting Code (DAC) segments that you would like stored for future use. Clicking Add will store DACs for use during Managing and Cardholder Account creation and maintenance.
DEPT FY BS SCL FC
Add
To edit a stored DAC, select a DAC from the list, make any changes in the text box below, and click Save.
To delete a stored DAC, select a DAC from the list below and click Delete. Deleting a DAC will not affect any accounts that have been associated with the selected DAC.
Stored DAC:
00, 00000000, 0000, 0000, 00,
DEPT FY BS SCL FC
00 00000000 0000 0000 00
Save
Delete

In the Purchase Limits box, Credit Limit and Cycle Purchase Limit are the required fields. You have the option to lower any of the existing Purchase Limits that have been entered by the A/OPC. If any of the Purchase Limits need to be increased, the Managing Account request must be rejected and it will be sent back to the A/OPC for revision. For the purposes of this tutorial, no changes will be made. Click the down arrow to simulate scrolling to the next section of the form.

***Accounting Validation Code**

Select an Accounting Validation Code (AVC) from your list of stored AVCs or enter a new AVC in the text box below.

AVC code name: Choose...

Enter AVC: AVC Name ☑ Check this box if you would like this AVC stored for future use.

***Default Accounting Code**

Select a Default Accounting Code (DAC) from your list of stored DACs or enter a new DAC in the fields below. If you select a stored DAC, the first five segments of the DAC will be filled out below. Enter any additional required information in the corresponding fields.

Stored DACs: Choose...

Enter the Default Accounting Code (DAC) segments below.

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
00	00000000	0000	0000									

WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI

IFS	TT	FMS	TAC	MDC	TLOA	TDC

☑ Check this box if you would like the first five segments of this DAC stored for future use.

Purchase Limits

Verify if available funding supports the proposed Purchase Limits. If funding is inadequate to support the designated Limits, decrease them accordingly. If changes are made, click Approve below for further processing. If no funding is available, annotate this in the Rejection Feedback section and reject the account.

* Credit Limit: 15,000 * Cycle Purchase Limit: 15,000 Single Purchase Limit:

Quarterly Purchase Limit: Annual Purchase Limit:

ection Feedback

are rejecting this request, provide a reason for rejection and click Reject. If rejected, any changes that you made will r

n Code:

Comments

Lines of Accounting Field Definitions

The following table defines the accounting data title, the acronym used in AIM, and the corresponding acronyms used within the Services and Defense Agencies. In addition, the second column lists the number of characters required for each field.

FA2	Max Pos	Label	Acrn	Air Force (37) Element Name	Army (21) Element Name	Navy (17) Element Name	USMC (17) Element Name	DoD (97) Element Name
A1	2	Department Indicator	DEPT	Department Indicator	Department Indicator	Gaining Agency	Department Indicator	Department Indicator
A3	8	Fiscal Year Indicator	FY	Fiscal Year	Fiscal Year	Beginning Fiscal Year/Ending Fiscal Year	Fiscal Year	Fiscal Year
A4	4	Basic Symbol Number	BS	Appropriation Symbol Number	Basic Symbol Number	Appropriation	Basic Symbol	Basic Symbol Number
A5	4	Subhead/Limit	SCL	Limit	Limit	Subhead	Subhead	Limit
A6	2	Fund Code/MC	FC	Fund Code		Major Claimant		
B1	2	Operation Agency Code/Fund Admin	OAC	Operating Agency Code	Operating Agency			
B2	5	Allotment Serial Number	ASN	Operating Budget Account Number	Allotment Serial Number	Bureau Control Number	Bureau Control Number	Allotment Serial Number
B3	6	Activity Address Code/UIC	UIC	Unit Identification Code	Unit Identification Code	Unit Identification Code		
C1	12	Program Element Code	PEC	Program Element Code	Army Management Structure Code	Cost Code	Cost Code	Cost Code
C2	8	Project Task/Budget Subline	ORG	Budget Program Activity Code	Sub-Job Order Number			Organization Code
D1	2	Defense Agency Allocation Recipient	MFP	Budget Activity	Major Focus Programs		Budget Exec Sub Activity	
D4	8	Job Order/Work Order Code	JO	Job Order Number		Property Accounting Activity	Property Accounting Activity	Job Order
D6	1	Sub-Allotment Recipient	SAR			Sub-Allotment Recipient	Sub-Allotment Recipient	
D7	6	Work Center Recipient	WCR	Responsibility Center/Cost Center	Cost Center Code	Work Center Recipient		
E1	1	Major Reimbursement Source	RBC					

FA2	Max Pos	Label	Acrn	Air Force (57) Element Name	Army (21) Element Name	Navy (17) Element Name	USMC (17) Element Name	DoD (97) Element Name
		Code						
E2	3	Reimbursement Source Code	RSC	Accounts Receivable Source Code	Reimbursement Source Code			
E3	6	Customer Indicator/MPC	CI	Stock Record Account Number/Material Program Code	Customer Number			
F1	5	Object Class	OC	Element of Expense/Investment Code	Element of Resource	Object Class	Object Class	Object Class Code
F3	1	Government/Public Sector Identifier	GPS	Type Vendor (Type Van)	Obligation Data Code			Within/Outside Government
G2	2	Special Interest Code/Special Program Cost Code	SIPC	Emergency and Special Program Code				
I1	6	Abbreviated DoD Budget & Accounting Classification Code (BACC)	DBSH		Accounting Processing Code/Job Order Number			Accounting Processing Code
J1	15	Document/Record Reference Number	SDN	Commitment Number (usually from AF616)	Standard Document Number	Standard Document Number	Standard Document Number	Standard Document Number
K6	2	Accounting Classification Reference Number	ACRN		Accounting Classification Reference Number	Accounting Classification Reference Number	Accounting Classification Reference Number	
L1	6	Accounting Installation Number	AI	Accounting and Disbursing Station Number	Fiscal Station Number	Authorization Accounting Activity	Authorization Accounting Activity	Fiscal Station Number
M1	18	Local Installation data/IFS Number	IFS	Paying Office DoDAAC	IFS Number			
N1	3	Transaction Type	TT	Budget Authorization Account Number	Army Materiel Command Site	Transaction Type Code	Transaction Type Code	Army Materiel Command Site
P5	12	FMS Country Code, Implementing Agency, Case Number, and Line Number	FMS	FMS Country code, Implementing Agency, Case Number, and Line Item Number	FMS Country code, Implementing Agency, Case Number, and Line Item Number	FMS Country code, Implementing Agency, Case Number, and Line Item Number		
TA	4	Transportation Account Code	TAC	Transportation Account	Transportation Account	Transportation Account	Transportation Account	Transportation Account

FA2	Max Pos	Label	Acrn	Air Force (57) Element Name	Army (21) Element Name	Navy (17) Element Name	USMC (17) Element Name	DoD (97) Element Name
				Code	Code	Code	Code	Code
MD	4	Movement Designator Code	MDC		Movement Designator Code			
ZZ	30	Mutually Defined (Text LOA)	TLOA	Mutually Defined (Text LOA)	Mutually Defined (Text LOA)	Mutually Defined (Text LOA)	Mutually Defined (Text LOA)	Mutually Defined (Text LOA)
84	13	Total Direct Costs	TDC	Total Direct Costs	Total Direct Costs	Total Direct Costs	Total Direct Costs	Total Direct Costs

Note: Lines of Accounting Field Definitions can also be located in Appendix E of the AIM User Manual.

Refer to the AIM Application User Manual for further details: https://acc.dau.mil/CommunityBrowser.aspx?id=394485&lang=en-US

You have confirmed that all financial information is correct. Click the “Approve” button

00	00000000	0000	0000									

WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI

IFS	TT	FMS	TAC	MDC	TLOA	TDC

☑ Check this box if you would like the first five segments of this DAC stored for future use.

Purchase Limits

Verify if available funding supports the proposed Purchase Limits. If funding is inadequate to support the designated Limits, decrease them accordingly. If changes are made, click Approve below for further processing. If no funding is available, annotate this in the Rejection Feedback section and reject the account.

* Credit Limit: 15,000 | * Cycle Purchase Limit: 15,000 | Single Purchase Limit:

Quarterly Purchase Limit: | Annual Purchase Limit:

Rejection Feedback

If you are rejecting this request, provide a reason for rejection and click Reject. If rejected, any changes that you made will not be saved.

Reason Code:

Comments

If you have any comments regarding this request, add them here. Your comments will display in the Comment Log while this request is in workflow.

Comments:

Clicking Approve indicates that you identified the appropriate default and alternate (if appropriate) Lines of Accounting for this Managing Account and verified that funding is available to support the Purchase Limits.

Clicking Reject indicates that there are issues with this request that must be detailed in the Rejection Feedback section above. This request will be returned to the Approving/Billing Official so issues can be worked offline and appropriately updated in the request.

Clicking Save as Draft will save the above information in your task list for future processing.

Approve | Reject | Save as Draft | Assign to Pool

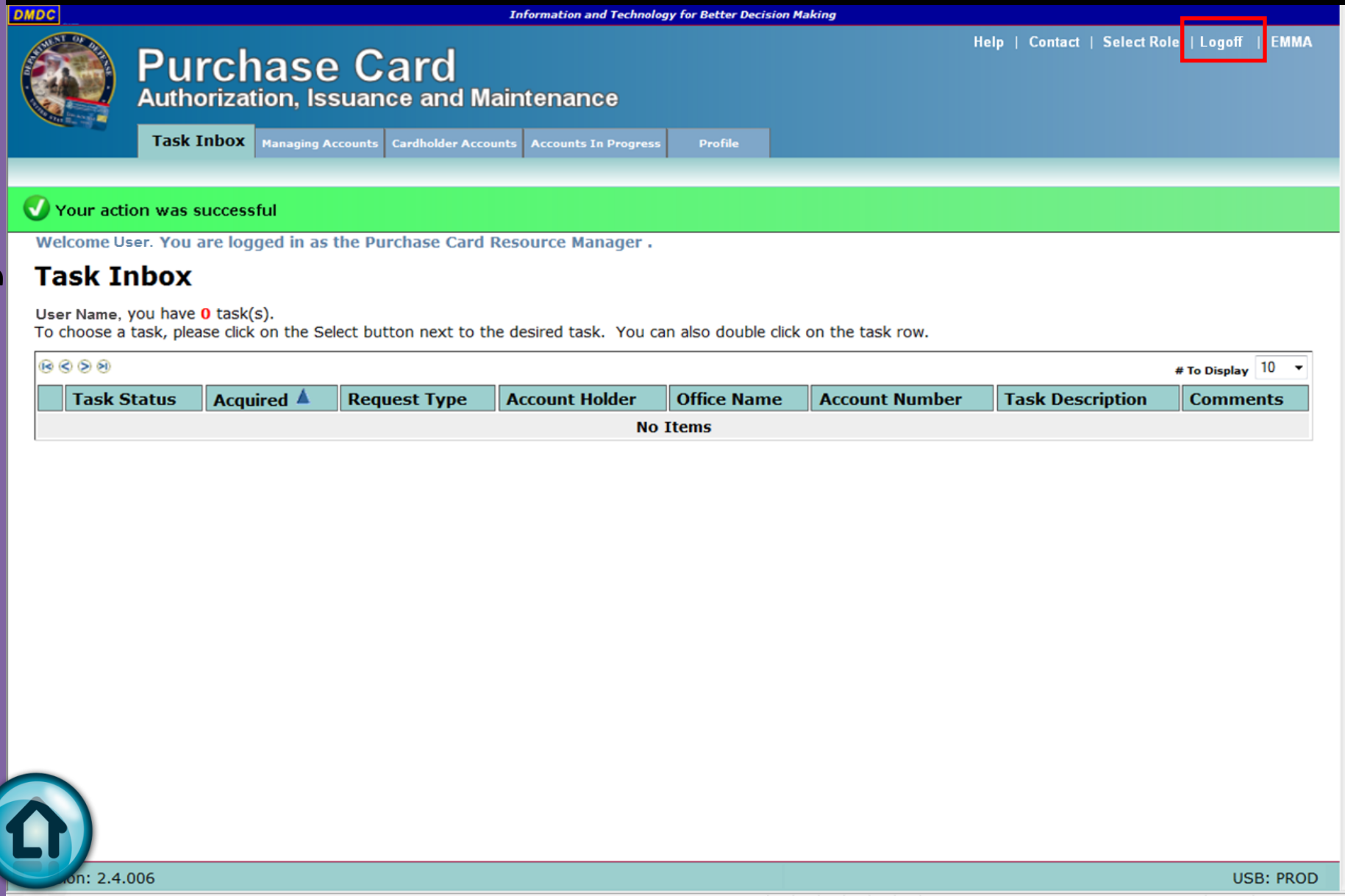
Note: If you choose to reject the Managing Account, you must choose a **Reason Code** from the drop-down box. If you have any additional comments, you can enter them in the text box. Click **Reject**.

You have the option to **Save as Draft** and return to finish entering information.

You also have the option to **Assign to Pool**, if you would like other members of the RM Pool to have access to this Managing Account. Assigning the account to the RM Pool will allow other members of the pool to act, not only on the Managing Account, but all Cardholder Accounts created beneath it.

Tip: To check the status of an account request, click the **Accounts in Progress** tab.

Your action was successful. Click the "Logoff" link.


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Your action was successful
Welcome User. You are logged in as the Purchase Card Resource Manager .
Task Inbox
User Name, you have 0 task(s).
To choose a task, please click on the Select button next to the desired task. You can also double click on the task row.
To Display 10
Task Status
Acquired
Request Type
Account Holder
Office Name
Account Number
Task Description
Comments
No Items
USB: PROD

RM Action 2
Complete

This concludes the PCOLS 101 Interactive Tutorial:

How Redeem a Resource Manager Token in AIM

To learn how a new Managing Account is created in AIM, view the PCOLS 101 Interactive Tutorial: **How to Create a Managing Account in AIM**

To exit tutorial press ESC on your keyboard